Dillard Research Associates

**Reference Guide
to the Alaska Alternate Assessment
Online Training and Data Entry System**

January 2012

Using this Quick Reference Guide

Grades Tested:
Students in grades 3-10 participate in the Alternate Assessments in Reading, Writing, and Mathematics. Students in grades 4, 8, and 10 also participate in the Alternate Assessment in Science.

Testing Window: The Alternate Assessment testing window spans ten weeks, from the end of January to early April. The exact dates can be found on the ak.k12test.com site in both the Calendar of Important Dates section AND the Test Window section of Training.

CAUTION: Please do not wait for the last week of the testing window to enter and submit your student's data. Technology is sometimes unreliable and can be interrupted by storms, accidents, and power failure. All data must be uploaded and submitted by 6:00 PM of the final day of the test window. There are no exceptions.

7.3 The Alaska Alternate Assessment Help Desk:

Sevrina Tindal
Dillard Research Associates Helpdesk
32534 Dillard Rd
Eugene, OR 97405

Tel: 1-800-838-3163
Fax: 815-717-9683
severina@dillardresearchassociates.com

7.4 Frequently Asked Questions: EED maintains a searchable database of frequently asked questions on their website: http://www.eed.state.ak.us/tls/assessment/AAFAQ.cfm

7.5 Additional information about the Alternate Assessment: EED maintains a comprehensive and current website related to the Alternate Assessment at: http://www.eed.state.ak.us/tls/assessment/alternate.html

Step 7: Where can I go for additional help?

7.1 Qualified Mentor-Trainers:
Your district's Qualified Mentor-Trainers (QTs) are available to assist you and answer questions regarding training, proficiency testing, administering the assessment and entering your students' scores in the online Alternate Assessment system.

Please write the name and contact information for your Qualified Mentor-Trainer here:

|		
Qualified Mentor-Trainer's Name	Email	Phone

Qualified Mentor-Trainer's Name	Email	Phone

7.2 The Changes & Updates on ak.k12test.com website:
The Discrepancy Log lists all updates to the Alternate Assessment website. Assessors should make a habit of checking the Discrepancy Log each time they log in to the site. In addition to being posted here, critical announcements will also be emailed to Assessors.
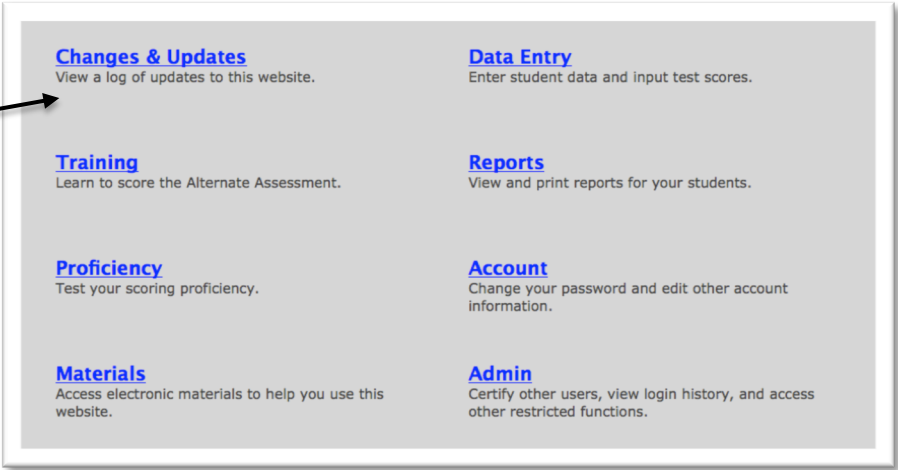
Purpose and Use: This guide was developed to assist Assessors-in-Training (AITs), Qualified Assessors (QAs), and Qualified Mentor-Trainers (QTs) to access the training and data entry system for the Alaska Alternate Assessment. This Quick Reference Guide does not replace training, proficiency testing, or data entry. Rather, it is designed to be a guide to using the training, proficiency testing, and data entry system.

The final page of the Quick Reference Guide provides space for you to record the contact information for your district's Qualified Mentor-Trainers. If you are unable to resolve your question through this Quick Reference Guide or the online FAQ database, please contact your QT.

It is critical that you open the ak.k12test.com website and follow along with this Quick Reference Guide. The screen shots included in this document are too small for you to read the text; the screen shots are designed to orient you to areas described in text.

Purpose & Use

1.1 First, access the Alaska Alternate Assessment Online Training Site: https://ak.k12test.com

1.2 If you have never registered on this site before, you will need to register. This is a picture of the registration page:
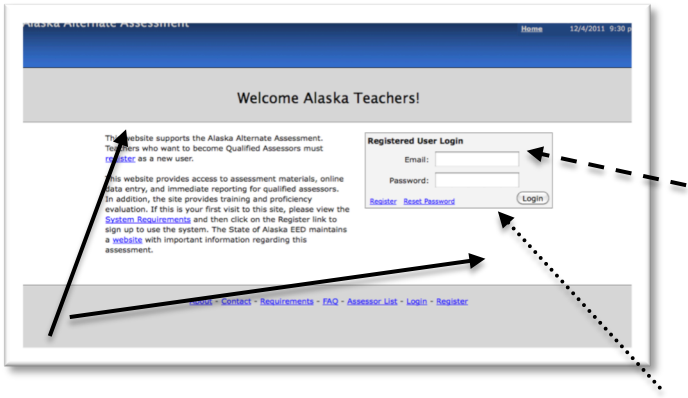
Registering as a new user: If you have never registered on this site before, choose either of the **Register** links [see the solid line arrows]. When you enter your information into the system, please be sure to list your first and last name in the correct fields.

Registering with an existing account [see the dashed-line arrow – – – ▶]. Type your email that was used when you enrolled in the system (usually your school district email address). Then type the password you established when you enrolled. If you have forgotten your password, see section 1.3.

- If you've ever had a log on account on this site, please do NOT register as a new user, even if you have changed districts, changed emails, or changed your name. If any of these are true, please see the following sections.

6.2 Official Student Report
The Official Student Report reports a student's proficiency level relative to the Extended Grade Level Expectations and represents the Adequate Yearly Progress (AYP) calculations for each student.

Official Student Reports are posted to a secure reporting site in mid-May. District Test Coordinators and Qualified Mentors have access to the Secure Reporting Site and may download and print Official Student Reports. The Secure Reporting Site is open from August through June.

6.3 Guidance Documents
Two sets of guidance documents are available on the Materials tab > Support Documents that will aide in understanding the Official Student Report and explaining the report to parents. These same documents are also posted to the Reporting website.
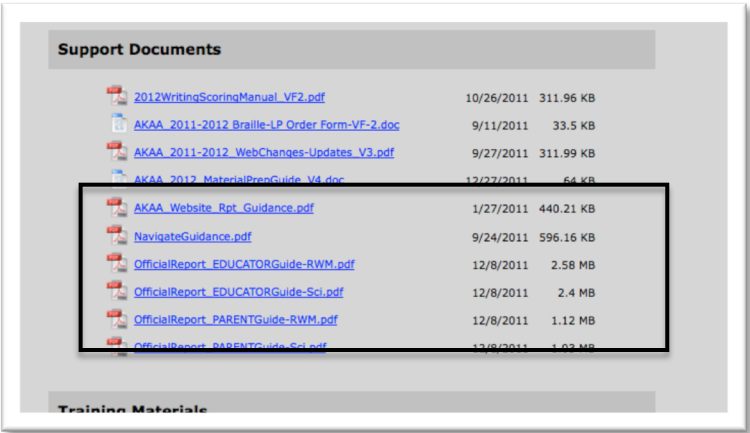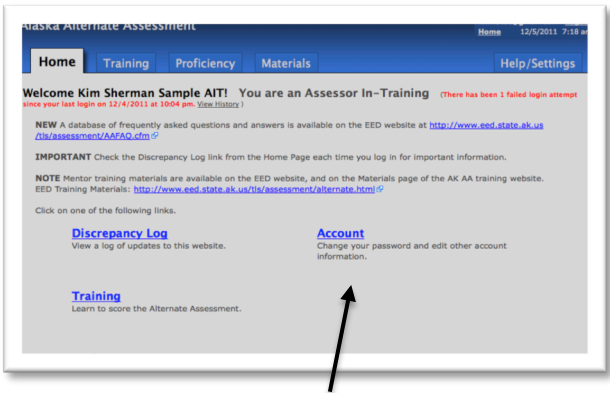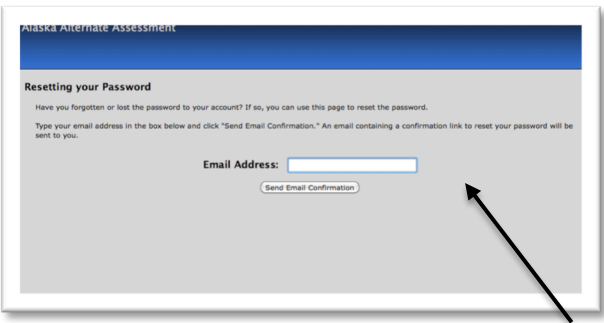
Step 6: How do I obtain student score reports?

Notes:

1.3 Forgot Password

- If you have forgotten your password AND still have access to the email you used to enroll in the system, choose **Reset Password** (see dotted-line arrow above ┄┄┄▶).
  You will see this screen:

Type the email address you used to enroll in the system. The system will send an email confirmation notice, with a new password and a link to reset the password. Click on the link in the email notice. You will be redirected to a confirmation webpage in the ak.k12test site. Type in the new password. Then go to **Account** and change your password to something you will remember.

- If you have forgotten your password AND no longer have access to the email you used to enroll in the system, please call the DRA helpdesk for assistance. DO NOT create a new account!

  HELPDESK: Toll free: 1.800.838.3163   Email: sevrina@dillardresearchassociates.com

Step 1: How do I log on to the Alaska Alternate Assessment training site?

1.4 If you've moved districts or changed your email AND remember your email and Password:
- DO NOT create a new account
- Use existing account and make changes
  Type in your ORIGINAL email address and password. Then choose Account.

TO CHANGE EMAIL: In the center of the Account Information Box, locate the Email: line and click on **Update.** Type in your new address, wait for the confirmation email, and follow the instructions in the email.

TO CHANGE PASSWORD: Type in your New Password, retype it for confirmation, scroll down to the bottom of the page and choose **Update Account**.

**Notes:**

6.1 Unofficial Student Report
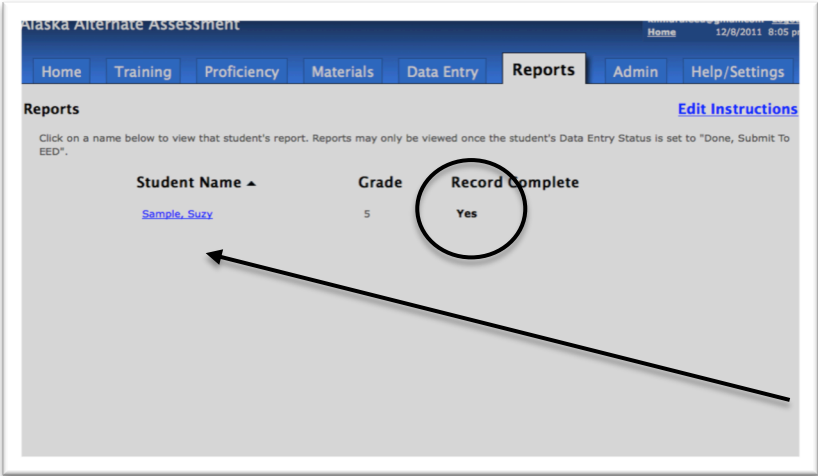
After you have entered all the scores for each eligible test for a student AND submitted the test record to EED, you may immediately print an Unofficial Student Report for the student's records. The Unofficial Student Report is a direct reporting of the student's scores on each item. The Unofficial Student Report does not assign proficiency levels.

If the Reports page indicates a Record is complete, simply click on the student's name to view and print the Unofficial Student Report.

1.5 Updating user information (Changed your name, address, school, but still in same district):
- Log in to the ak.k12test.com site
- Choose **Account**
- Update your information
- Scroll to the bottom of the **Update** page and choose **Update Account**
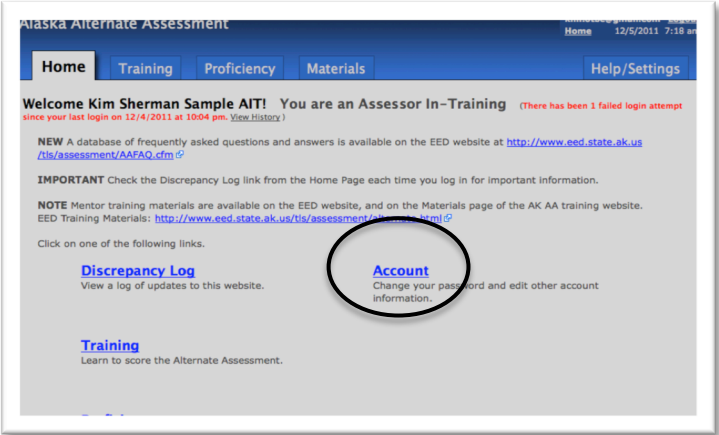
2.1 Training requirements for New or Returning Assessor

•   NEW ASSESSOR: You will need to complete all training sections and pass five proficiency tests (Administration, Reading, Writing, Math, and Science). Please print the "Navigating Through the Training Site" guide (aka Navigate Guidance.pdf), located under the Materials Tab > Supporting Documents, for more information. In addition, you will need to administer a full set of Training Practice Tests and have your materials evaluated by your QT.

• RETURNING ASSESSOR: You are required to complete a limited number of training sections (indicated in the Refresher column), and a reduced number of proficiency test questions. Every four years, however, Returning Assessors complete full training and full proficiency tests.
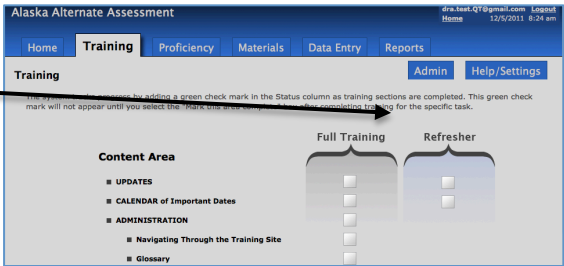
Training Tip: Resizing online materials (online support documents)
If the scroll bar does not appear when viewing online materials in the ak.k12test.com site, you will need to resize the page. Do this by holding down the Command Key or Control (Ctrl) Key (usually on either side of the space bar) while hitting the minus (-) key (top row, to the left of the + = key).

5.3 Learner Characteristic Inventory
For each student eligible to participate in one or more Alternate Assessments, Assessors must complete the Learner Characteristic Inventory by choosing 'Learner Characteristic Inventory' on the Data Entry > Student Setup page of ak.k12test.com site.
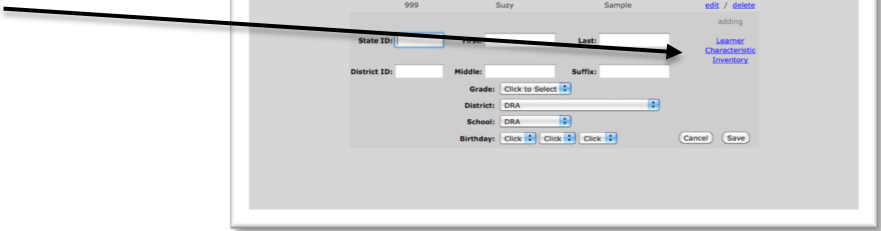
Step 5: How do I enter my students' test scores?

5.1 Testing Window

The EED 5-Year test window calendar can be found on the EED Assessment website, and is also posted on the ak.k12test.com training site under Calendar.

5.2 Entering students and student scores into the ak.k12test.com system

- *Data Entry:* Beginning on the first day of the testing window, and available until the window closes in April, Qualified Assessors and Qualified Mentor-Trainers enter the demographic information for each student who will participate in one or more Alternate Assessments. Data entry is located in the Data Entry tab > Student Setup.

  After you have completed testing with a student, you enter the scores by choosing the Data Entry tab > Enter Scores. When all tests for a student are completed and the scores are entered, be sure to choose 'Submit to EED' before the close of the testing window. You must enter EITHER test scores OR a "reason not tested" for each enrolled student.

- *Special Notes on Data Entry:* You must enter your own students. Once entered under one Assessor's caseload, a student's Alternate Assessment data cannot be transferred to another's online caseload without deleting the original entry.

  If a student moves from your district after you have entered his or her demographic information ...

  ... BUT before you have completed any testing, simply delete the student from your caseload.

  ... AND after you have entered test score data but have not completed all testing and test score data entry, please work with the student's new case manager. It would be helpful to file the completed scoring protocols in the student's confidential special education folder. Please add a note in the student's confidential file to the new district to enter the test scores, complete any missing assessments, and shred the appropriate documents at the end of the test window.

  ... AND after you have entered ALL test scores AND submitted test scores to DRA, please print the Unofficial Student Report and insert it into the student's confidential special education folder, so the new case manager understands that testing has been completed.

- You can choose Command/Control and the minus key multiple times to minimize the size until it is the correct size for you to view the entire page. Conversely, holding the command/control key while hitting the + key will enlarge the page.

2.2 Print Certificate
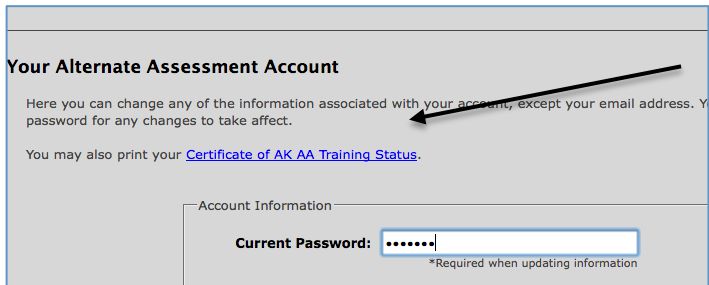
You may print your own Certificate showing your current level of training and proficiency (Assessor-in-Training, Qualified Assessor, or Qualified Mentor).

Go to **Account** and choose **Certificate of AK AA Training Status**. If the level displayed on your certificate is not what you expected, please contact your Qualified Mentor (or EED if you are a Qualified Mentor).

- **Printing tip for PC users:** Some districts have trouble printing the full certificate from their PC systems. This tip may resolve that issue. If it does not, please contact your district's IT department for assistance.

  1. Go to Print Preview
  2. Change to Landscape
  3. Shrink to Fit 30%
  4. Print from icon in Print Preview

Step 2: How do I complete training requirements?

3.1 Proficiency Testing Tip:

You may "look up the answer" to any proficiency test question. The test automatically saves the answers you have already recorded. Simply choose the Training tab to return to the section in training to find the answer. Then return to the Proficiency test to continue testing.

3.2 New or Returning Assessor?

- *Training cycle:* All Qualified Assessors and Qualified Mentors begin as new Assessors-in-Training, represented in the following table as Year 1. The second year of administering the Alaska Alternate Assessment for each individual is represented as Year 2.

  If an Assessor "skips a year" of refreshing training (Year 2 or 3), the Assessor will be reset to Year 1 for the following year, and will need to complete the entire training and all five proficiency tests.

Year	Online Training Requirements
1	Complete the entire training and all 100 proficiency test questions (20 questions in 5 areas of Administration, Reading, Writing, Math, Science)
2	Reduced training and proficiency expectation (25 proficiency questions over the 5 areas
3	Reduced training and proficiency expectation (25 proficiency questions over the 5 areas
4	Complete the full training and proficiency testing

- *Resetting Proficiency Attempts for New Assessors*
  Assessors-in-Training (AIT) who participate in the full training and all five proficiency assessments are allotted two trials to pass each proficiency test with a score of 80% or higher. After the second try, the AIT's proficiency tests must be reset to allow additional attempts. The AIT must contact his or her Qualified Mentor for the Alaska Alternate Assessment to have the proficiency tests reset.

4.2 Accommodations

In addition to the training pages regarding Accommodations on the ak.k12test.com site, page 3 of each Scoring Protocol (every subject area and all grade bands) has specific instructions regarding the difference between an accommodation and a modification for that subject area. This is an example of the General Instructions page for grade 3 & 4 Mathematics. All General Instructions Pages are available in the Materials Tab > Training Materials.

4.3 Essential Accommodations Tools

In addition to the training in accommodations available on the Alternate Assessment website at ak.k12test.com, EED maintains a comprehensive document related to participation in statewide academic assessments and permissible accommodations:

- The *Participation Guidelines for Alaska Students in State Academic Assessments* may be downloaded from http://www.eed.state.ak.us/tls/assessment/pdf_files/ParticipationGuidelinesWeb_2011.pdf

- EED Accommodations website: http://www.eed.state.ak.us/tls/assessment/accommodations.html

- National Center on Educational Outcomes accommodations website: http://www.cehd.umn.edu/NCEO/TopicAreas/Accommodations/Accomtopic.htm

Step 4: How do I prepare to administer the Alternate Assessments?
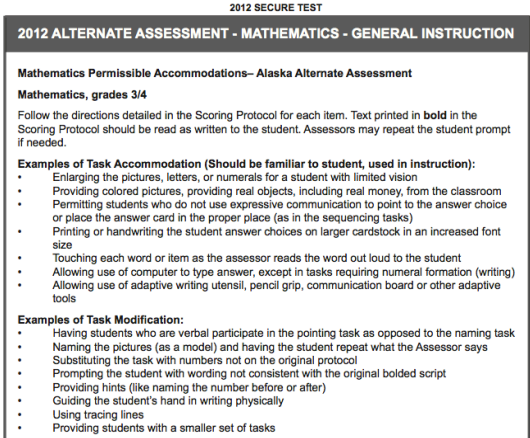
Notes:

- *Resetting Proficiency Attempts for Returning Assessors*
  Qualified Mentor-Trainers (QTs) also are allotted two trials to pass the refresher proficiency test with a score of 80% or higher. After the second try, the QT's refresher proficiency tests must be reset. The QT must contact Kim Sherman at DRA to have the tests reset (kim.dra.eed@gmail.com or voice or text at 503.910.6172).

  Returning Qualified Assessors (QAs) also are allotted two trials to pass the refresher proficiency test with a score of 80% or higher. After the second try, the QA's refresher proficiency tests must be reset. The QA must contact his or her QT to have the tests reset.

  Returning QAs and QTs who do not pass the refresher proficiency test within two attempts must complete the full training and the full set of five proficiency tests.

  Reminder: Participants <u>are</u> permitted to look up the answers as they take the proficiency tests.

- *Upgrading Account Status from Assessor-in-Training to Qualified Assessor or Qualified Mentor-Trainer*
  Returning QAs and QTs: When you have completed all training and passed all required proficiency tests, your status will be upgraded automatically. After the account is upgraded, you may print your certificate.

  New Assessors-in-training: After you have completed all required training, passed the proficiency tests AND have had your Training Practice Tests evaluated by a QT, your QT will upgrade your status from AIT to QA.

  Alaska Department of Education and Early Development (EED)
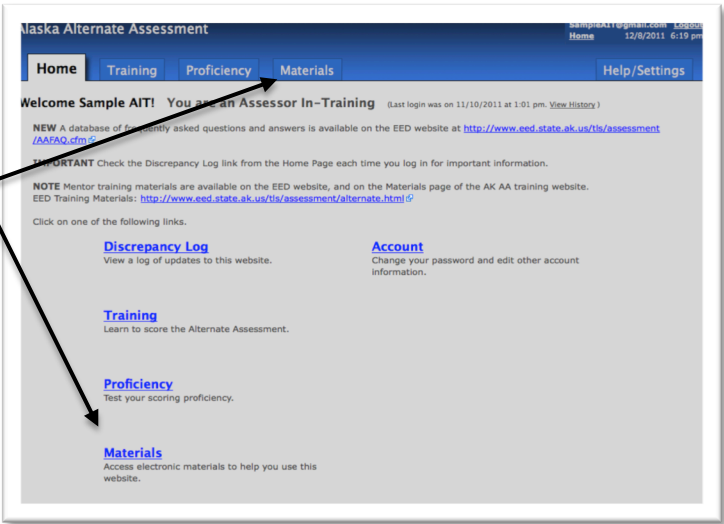 Program Manager
  (907) 465-8437
  http://www.eed.state.ak.us/tls/assessment/alternate.html

Step 3: How do I complete Proficiency Testing?

4.1 Test Preparation and Materials

Practice Tests with Students: Open the ak.k12test.com training site, and choose the Materials tab. You may print as many copies of the Student Practice Tests as you like. We recommend you use the practice tests throughout the school year so that you may coach your students in test-taking strategies, determine the most useful accommodations for the student, allow your student to practice using the accommodations in a testing situation, and allow you to develop comfort in handling the testing materials with your student.

Other Materials for Assessors: Other useful documents in the Materials Tab include a guidance document for Navigating the Training Site, the Writing Scoring Manual and training materials, a guide to preparing classroom materials for the tests, and Parent and Educator guides to interpreting the Alaska Alternate Assessments.

Secure Test Documents: When the testing window opens, the Secure Tests will also be located in the Materials Tab. Only Qualified Assessors and Qualified Mentor-Trainers will have access to the secure test materials. You must finish your training and pass your proficiency tests in order to download the secure test materials.

Notes: